



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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November 30, 1991

## **Access EPA: Consolidated Directory to Environmental Information**

With its 1991 publication Access EPA, the U.S. Environmental Protection Agency (EPA) has initiated a program to improve access to environmental information. Access EPA, which consolidates seven directories into one volume, is designed as a pathfinder to environmental information for the public.

Access EPA is a convenient listing of major information services and collections of EPA and other public sector organizations. It includes approximately 500 pages of contacts and descriptions of clearinghouses, databases, libraries, documents, electronic bulletin boards, etc. A comprehensive subject index provides keyword access by environmental topic. The directory also contains a selected acronym list.

The Library Programs Service (LPS) has shipped this consolidated volume to selecting depository libraries. Access EPA is also available for sale through the Superintendent of Documents' Sales Program. Identifying information for this volume:

Item #:	0431-K	SL date:	October 9, 1991
SuDocs #:	EP 1.8/13:Ac 2	Stock #:	055-000-00378-5
Shipping list:	91-0678-P	Price:	\$18.00

The National Technical Information Service is selling the seven directories that make up Access EPA individually. GPO sells only the consolidated volume. LPS has already shipped several of the individual directories to depositories. These need not be retained, as each directory is contained in the consolidated volume.

Four directories were distributed on shipping list 91-0680-P, dated October 10, 1991 under item number 0431-K. The following information on these titles is provided for identification:

EP 1.8/13:Ac 2/clear	Access EPA Clearinghouses and Hotlines
EP 1.8/13:Ac 2/data	Access EPA Major EPA Environmental Databases
EP 1.8/13:Ac 2/docket	Access EPA Major EPA Dockets
EP 1.8/13:Ac 2/library	Access EPA Libraries and Information Services

An evaluation form is printed on the next page, if you would like to send the EPA comments and suggestions for next year's edition. (Send them to the EPA address given, not to GPO!)

# ACCESS EPA Evaluation Form

Check which best describes your Agency or Organization:

Public Library ☐

Organization/Association ☐

Industry ☐

EPA Information Contact ☐

EPA Program ☐

Other  
(Please Describe)

How do you use ACCESS EPA?

On a scale of 1-5, with 1 being the lowest and 5 the highest, please rate ACCESS EPA:

	1	2	3	4	5
Introductions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appendix	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Index	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Usefulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tell us your suggestions for improving the following:

Content (including supplementary information):

Format:

RETURN FORM TO:

Ann Dugan (Contractor) Public Access Librarian  
EPA Headquarters Library PM-211A  
401 M Street SW Washington, DC 20460  
FAX: (202) 260-39232 Phone: (8) 260-5935

## Periodicals Supplement for 1992 Improved for Ease of Use

Monthly Catalog users will notice several changes in the Periodicals Supplement for 1992. The title has been changed to reflect the chronological designation of this annual title. The Periodicals Supplement for 1992 also contains several modifications to the contents. The changes were implemented to eliminate duplication of bibliographic records from issue to issue and to bring the paper product more in line with the bibliographic records that are being distributed on the GPO Cataloging Tapes.

The Periodicals Supplement for 1992 contains collective records for serial publications which are issued three or more times each year. Bibliographic records for serials issued twice annually or less frequently may be found in the issues of the Monthly Catalog. Bibliographic entries found in the Periodicals Supplement represent current serial titles. Serials that have changed title or ceased publication during the preceding year are noted in the "Title changes" and the "Discontinued Periodicals" lists.

Superintendent of Documents classification changes for serial titles found in the Periodicals Supplement are identified in the "Classification changes" list. In instances where the Superintendent of Documents classification numbers are the same for different serial titles, the classification number will be qualified by a trailing superior number, for example I 19.65:(nos.) 2. The "Classification changes," "Discontinued periodicals," and "Title changes" lists are located in the preliminary pages of the Periodicals Supplement.

If you have questions concerning these changes, please contact:

Laurie Beyer Hall  
Chief, Cataloging Branch  
U.S. Government Printing Office  
Library Programs Service - SLLC  
Washington, DC 20401  
(202) 512-1121  
Fax: (202) 512-1432

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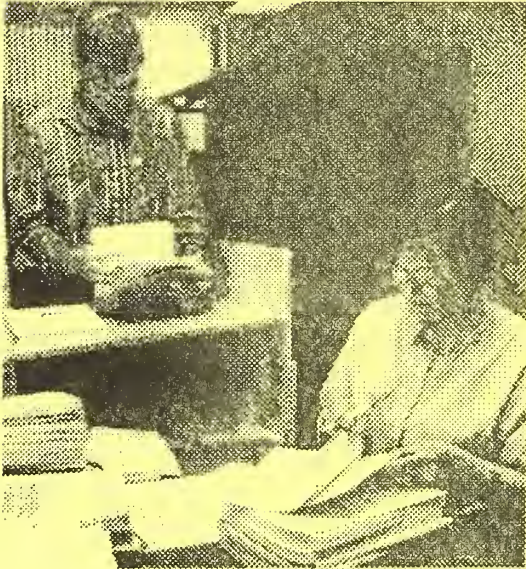
### Call for Readers Exchange Articles!

Solutions - dialogue - innovations - communication - problem-solving - cooperation - the Readers Exchange column is a conduit for all of these. And it's **you**, the depository librarian, who knows what works in your library, what ingenious methods you and your staff have found to streamline depository operations and improve service. Summarize what you've done on one or two pages and send them (or preferably a floppy disk) to the Editor (address on last page) for the benefit of all your depository colleagues!

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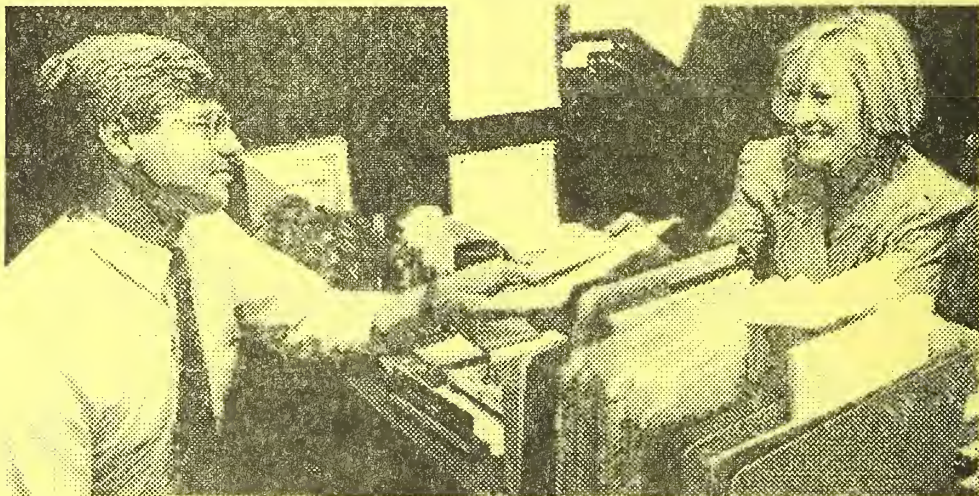
## Photo Gallery: LPS Tour



Catalogers Wil Danielson and Seema Godbole check received documents against shipping list.



Catalogers Sumati Mehta and Eileen Seremeth consult on a cataloging record.



Inspector Mike Clark and Information Technology Program Manager Jane Bartlett discuss effect of new technologies on depository libraries.

*Photos by Jim Brown.*



# ELECTRONIC CORNER

A day seldom passes at the Library Programs Service (LPS) without a phone call from a librarian regarding some aspect of depository service using the new electronic technologies. Many callers have some immediate frustration or concern and hope that LPS can be of assistance... and, sometimes, that hope is justified.

As an alternative to calling LPS, however, depository librarians from regions or states are finding that meeting and talking together helps to identify and resolve some challenges that have surfaced during this period of technological change. We welcome this initiative and urge participants in these activities to share their insights by contributing to this column. Contributions and questions for others to answer should be sent to Jane Bartlett, **Electronic Corner**, U.S. Government Printing Office, Library Programs Service (SL), Washington DC 20401.

In this issue, the **Electronic Corner** continues the series of search guides for depository CD-ROMs provided by Lynne Reasoner from the Rivera Library at the University of California, Riverside. This fourth of five parts covers the Bureau of the Census' 1988 City and County Data Book on CD-ROM.

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## City and County Databook 1988 on CD-ROM

The first screen will display the main menu.

- Main menu
- 1- Help
- 2- Open file
- 3- Subject matter
- 4- Retrieve and display
- 5- Utilities
- 9- Exit

### To find statistical tables:

1. Begin by selecting main menu option 2, open file.
2. Option 2 displays the following menu:

- 1 --- Governmental units
- 2 --- CCDB-City
- 3 --- CCDB-County
- 4 --- CCDB-State
- 9 --- Main menu

Select an option by number. The option you have selected appears at the bottom of the screen. The program takes you back to the main menu.

3. From the main menu, select option 4, retrieve and display.

4. Option 4 displays the following menu:

- 1 --- Profile of selected area(s)
- 2 --- Profile of selected data item(s)
- 9 --- Main menu

### **1 --- Profile of selected area(s)**

This option displays all available data items for the area. To view a list of data items, select option 3, subject matter. (See note 2.)

1. A list of states is displayed.

Type in the code for desired state, and then press the enter key.

If you selected the state file, the program will skip to step 3.

2. A list of places will be displayed.

Go down through the list until you find the place, city, or county code you need. Press S.

Key in the code, and then press return.

(The code in the governmental units file is only four digits. If you type in the remaining displayed digits, the resulting table will be garbage.)

Note: In the governmental units file Riverside's code is 9023. In the city file, Riverside's code is 2370. In the county file, Riverside's code is 065. You may enter these codes directly; you do not need to page through the list of codes.

3. A table of data will be displayed.

#### **A. Governmental units file**

Only six items appear in the table. These are:

- 1. 1980 population
- 2. 1986 population
- 3. 1979 per capita income
- 4. 1985 per capita income
- 5. Percentage change in population from 1980 to 1986
- 6. Change in per capita income between 1979 and 1985

#### **B. City, County, and State files**

The table is very long. You can go down through the table items, but you cannot use an arrow to go back up in the table. (See notes 1 and 2 below.)

## 2 --- Profile of selected data

This option displays only one data item for the area selected. You may use it to compare different areas within a state.

To view a list of data items, select option 3, subject matter. (See note 2.)

1. A list of states is displayed.

Type in the code for desired state, and then press the enter key.

If you selected the state file, the program will skip to step 3.

2. A list of places will be displayed.

Go down through the list until you find the place, city, or county code you need.

Press S.

Key in the code, and then press return.

(The code in the governmental units file is only four digits. If you type in the remaining displayed digits, the resulting table will be garbage.)

Note: In the governmental units file Riverside's code is 9023. In the city file, Riverside's code is 2370. In the county file, Riverside's code is 065. You may enter these codes directly; you do not need to page through the list of codes.

3. A list of data items will be displayed.

### A. Governmental units file

The list is only six items.

Press S.

Key in the code for the data item you wish to see, and then press enter.

### B. City, County, and State files

A long list of data items will be displayed.

To view more of the list, press D.

Choose subject matter code from displayed list.

Press S.

Key in the code for the data item you wish to see.

Key in code in this form: itemxx

(Example: item12).

Keying in only the number (example: 12) will not work.

Press return.

4. Requested data is displayed.

### A. Governmental units file

The data item you requested will be displayed. The data item for places alphabetically after the place you selected will also be displayed. You may choose to view the remainder of this table (press C) or you may return to the main menu (press Q for quit).



**B. City and County files**

The program will now, slowly, print a table with the data requested. It will display the data for the selected city or county and then proceed to display the requested data for all cities or counties in the state which come alphabetically after the selected city or county.

There is no way to quickly escape from this process; you must wait until a screen display is complete. At this point you may press C for the display to continue or you may press Q to return to the main menu.

**C. State file**

The program will now, slowly, print a table with the data requested. It will display data for all states. States will be displayed regionally, not alphabetically. If you are looking for information about a western state it may be faster to use the city file (and select 0000 for the area) or the county file (and select 000 for the area).

**Notes:**

1. The program allows the user to view one screen of a table and then press C (continuous) to go on to the next page. There is no way to go back to a previous page without redoing the entire search process.

Pressing N (nonstop) tells the program to go straight to the end of the table. The table moves too quickly to be read. Sometimes the program does not stop at the end of the table, but instead flips out to the main menu.

2. Main menu option 3, subject matter, lists data items available for each area. Use this option to:
  - a. Determine how far down to page in a table to find the item you wish to see.
  - b. Write down item numbers for use in profiles of selected data.
3. Sometimes, table labels are incomplete. To see the entire label, use menu option 3. This can be important; sometimes the missing part of the label may make a difference to the interpretation of the table data.

4. Meanings of number symbols:

3 = NA = not available

4 = D = suppressed to avoid disclosure of confidential information

5 = X = not applicable

6 = S = suppressed because data did not meet standards

7 = Z = value greater than zero but less than half of the unit shown.





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**The Federal  
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